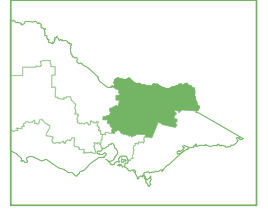


2022
LEARN
LOCAL
COURSE
GUIDE

HUME



Learn
new skills

one step
at a time.

Get the skills you need for **study**, **work** and **life**.



What is a Learn Local course?

Learn Local courses are short courses that are offered at low or no cost to eligible adult Victorians.

There are a wide range of courses including digital and computer skills, reading and writing, maths, study skills, employability skills, and English language, as well as preparation for various industries such as aged care, food processing, health services, hospitality, construction and warehousing and distribution.

Learn Local courses are flexible and can be tailored specifically to suit your needs. You can learn in a classroom, online or a bit of both, at the pace that you choose. Class sizes are often small, with training delivered by highly experienced professionals in a relaxed environment.

The Learn Local courses listed in this guide are just a sample of the range of courses on offer. New courses are continually being developed and offered right across Victoria.

Many Learn Local providers also offer Learner Engagement A-frame Program (LEAP) courses. These are very short courses (between 5 and 20 hours in length) designed to get people back into training. These courses are identified in the course information in this Course Guide by the label LEAP at the start of the course name.

Where can I do a Learn Local course?

There are around 240 not-for-profit community organisations across Victoria that offer Learn Local courses. All of these organisations, known as Learn Local

providers, are registered and funded by the Victorian Government, via the Adult, Community and Further Education Board, to deliver Learn Local courses.

Why study with a Learn Local provider?

Learn Local providers are friendly and welcoming, with highly capable and professional trainers who are focused on helping you to achieve your goals. Learn Locals know their local communities well and they can help you:

- > Undertake a pre-employment course to help you find a job
- > Improve your digital literacy and computer skills
- > Improve your reading, writing and maths skills
- > Access English language classes
- > Improve your financial literacy skills
- > Go on to further study or gain a qualification at a TAFE or other training provider
- > Build your confidence and learn something new

You can find more information about Learn Local providers in Victoria, including their locations, at www.learnlocal.org.au

There is bound to be one close to where you live or work.

When and how can you enrol?

Learn Local courses are delivered throughout the year from February to December. Enrolment requirements vary

and you might need to enrol in person, or you may be able to enrol over the phone, online or by mail.

Learn Local courses are government subsidised and are offered at no or low cost to eligible adult Victorians. Contact the Learn Local provider directly for more information.

How can Learn Local providers assist businesses?

Learn Local providers are agile and can develop or co-design customised Learn Local courses for a wide range of businesses to upgrade the employment skills of your existing and/or new workforce. Customised Learn Local courses can include:

- > Industry specific training across a wide range of sectors (including health, disability, retail, tourism, hospitality, construction, trades, business, call centres, horticulture plus many more)
- > Digital literacy training
- > Language, literacy and numeracy assistance
- > English language classes
- > Financial literacy assistance
- > Employability skills
- > Occupational Health and Safety

Contact the Learn Local provider directly for more information.

TAFE & Training Line
Call 131 823

Website
www.learnlocal.org.au

Email learnlocal@education.vic.gov.au

Facebook & Twitter
[@LearnLocal](https://www.facebook.com/LearnLocal)

Download a digital version of this Course Guide at

www.learnlocal.org.au/course-guides



“Before I started the Learn Local course, I was struggling to find employment within my area. The course gave me a lot of confidence and the skills that I needed to apply for my job at Woolworths.”

● COLLEEN

“The Learn Local course has helped me in so many ways, it has helped me get out of the house, feel more comfortable in myself, to feel confident with budgeting and my finances as well as expanded my horizons. Being in the course has made everything easier for me, including making new friends and extending my learning. Doing work experience will give me confidence in the workplace and will help me find a job. The experience is absolutely fantastic.”

● JENNA

“The Learn Local floristry and design course inspired me to do more training and complete a Certificate II and III in Floristry. I now run my own florist business which I love doing because flowers always put a smile on someone’s face.”

● SAMANTHA



“When WorkCover sent me to a Learn Local provider, I didn’t want to come. I’m 52, I don’t want to go to school.

At first, I was lost! Now I can use a computer at home, I can read and understand my bills and I can talk to everyone.”

● TASOS



“I joined the Learn Local course to help polish my resume but I got so much more. The class has helped with my public speaking, provided social interaction and introduced me to a broad range of people, all with unique stories. The class is accepting and wheelchair accessible and has helped me with social media, bringing me into the twenty-first century.”

● MARTYN



PICK A PLACE. PICK A LEARN LOCAL. PICK A NEW SKILL.



Alexandra

Alexandra Community Hub	2022 TERMS
Digital Essentials: Level 1	① ② ③
Digital Essentials: Level 2	① ③
Career Planning and Resume Writing	②
Introduction to Barista and Hospitality	① ③
Prepare for Study	① ④
LEAP: Customer Service	②
LEAP: Introduction to Computers	①
LEAP: Introduction to Tablets	②
LEAP: Set Up and Use MyGov	① ② ④

Cobram

Cobram Community House	2022 TERMS
Digital Essentials: Level 2	②
Digital Skills	②
Microsoft Applications: Digital Literacy	② ③
Employability Skills Bootcamp: Hospitality	①
English Language Skills: Conversation and Comprehension	①
Slice, Dice & Chop: Kitchen Skills	① ③
Success4U: Study Preparation	①
LEAP: Barista Basics: Introduction to Coffee Making	② ③
LEAP: Customer Service Skills	③

Benalla

The Centre for Continuing Education	2022 TERMS
Digital Essentials: Level 1	② ③
Digital Essentials: Level 2	③
Microsoft Office: Intensive	② ③
I Am: Self-Awareness and Identifying Strengths	② ③
Step Up to Getting There: Literacy & Numeracy	② ③
Success4U: Study Preparation	②
Industry Employability Skills	③ ④

Corryong

Corryong Neighbourhood House	2022 TERMS
Understanding and Using Computers	① ② ③ ④
Customer Service	① ② ③ ④
Developing Supervisor Skills	① ② ③ ④
Preparation for Bakery Work	① ② ③ ④
Preparation for Employment in a Workshop	① ② ③ ④
Reception Training	① ② ③ ④
LEAP: Introduction to Welding	② ④
LEAP: Towing & Backing a Trailer	① ③

Euroa

Mansfield Adult Continuing Education (MACE Inc.)	2022 TERMS
Digital Essentials: Level 1	① ② ③
Digital Essentials: Level 2	② ③ ④
Employment Preparation	② ③ ④
LEAP: Into Your Future	① ② ③

Kinglake

Kinglake Ranges Neighbourhood House	2022 TERMS
Bio Dynamic Farming	①
XERO Book Keeping	① ②
Permaculture Design Course	③ ④

Mount Beauty

Mount Beauty Neighbourhood House	2022 TERMS
Computer Skills Set	① ② ③ ④
Basic Horticulture	① ④
Basic Office Administration	① ② ③ ④
Catering for Hospitality: Literacy and Numeracy	① ② ③ ④
Hospitality: Employability	① ② ③ ④
Snowsports Training Course	②
Introduction to Permaculture	③
Women in the Building Sector	③
LEAP: Barista Basics	① ② ③ ④
LEAP: Cheese Making	② ③
LEAP: Promote Your Business Using Social Media	① ③

Myrtleford

Myrtleford Neighbourhood Centre	2022 TERMS
Digital Essentials: Level 1	① ② ③ ④
Digital Essentials: Level 2	① ② ③ ④
Digital Skills for Employability	① ② ③ ④
Digital Marketing	① ② ③ ④
Customer Service Training for Employability	① ② ③ ④
Literacy and Numeracy Pathways Program	① ② ③ ④
Introduction to Sustainability	① ② ③ ④
Skills for Work and Study: Food Processing	① ② ③
LEAP: Introduction to Kitchen Skills	① ② ③ ④

Mansfield

Mansfield Adult Continuing Education (MACE Inc.)	2022 TERMS
Digital Essentials: Level 1	① ② ③
Digital Essentials: Level 2	② ③ ④
Media Development: Digital Skills for Employability	① ②
Adult Literacy and Numeracy	① ② ③ ④
Adult Reading and Writing	① ② ③ ④
Employability Skills	① ② ③ ④
Employability Wellbeing	① ② ③ ④
Introduction to Welding	② ③ ④
Introduction to Woodwork	② ④
Literacy and Numeracy: Beekeeping	① ④
Microsoft Office: Intensive	① ② ③ ④
Success4U: Study Preparation	① ② ③ ④
Workshop Safety	② ③ ④
LEAP: Constructional Welding	③ ④
LEAP: iPad & iPhone Introduction	① ② ③ ④
LEAP: Literacy and Getting Your Licence	① ②

Moyhu

King Valley Learning Exchange	2022 TERMS
Digital Essentials: Level 1	① ② ③
Digital Essentials: Level 2	① ② ③
Digital Marketing for Beginners	① ② ③ ④
Horticulture Basics	① ② ③ ④
Introduction to Welding	② ③

Numurkah

Numurkah Community Learning Centre	2022 TERMS
Digital Essentials: Level 1	① ② ③ ④
Digital Essentials: Level 2	① ② ③ ④
Digital Photography for Beginners	① ② ③ ④
Introduction to Horticulture	① ② ④
LEAP: Food-Redi	① ② ③ ④
LEAP: Introduction to Beekeeping	① ③

Shepparton

North Shepparton Community & Learning Centre	2022 TERMS
Beginners Computers	① ②
Intermediate Computers	② ③
MS Office 2013	② ③ ④
Using Zoom	① ②
Beginners Music	② ③ ④
Tools for Trade	② ③

Shepparton Adult Community Education College	2022 TERMS
Best Foot Forward	① ② ③ ④

Shepparton Access	2022 TERMS
Eco Cafe	① ② ③ ④
Introduction to Gardening	① ②
Hospitality: Health and Safety	① ②
Hospitality: What's for Dinner	③ ④
Reading Recipes	① ②
Life Skills 1 & 2: Language and Literacy	① ② ③ ④
Language and Literacy in the Community	① ② ③ ④

South Shepparton Community House	2022 TERMS
Digital Essentials: Level 1	① ② ③ ④
Develop Your Job Skills	① ② ③ ④

The Centre for Continuing Education	2022 TERMS
Digital Essentials Level 1	③
Digital Essentials Level 2	② ③
Digital Storytelling	③
Microsoft Office: Intensive	② ③
Gaining The Edge	③
I Am: Self-Awareness and Identifying Strengths	① ② ③ ④
Pathways to TAFE: Employable Me	③
Pathways to TAFE: Moving On	② ④
Step Up to Getting There: Literacy & Numeracy	② ③ ④
Success4U: Study Preparation	②
Industry Employability Skills	② ③

Seymour

The Centre for Continuing Education	2022 TERMS
Digital Essentials: Level 1	④
Digital Essentials: Level 2	③
Microsoft Office: Intensive	① ③
I Am: Self-Awareness and Identifying Strengths	② ③ ④
Pathways to TAFE: Employable Me	③
Pathways to TAFE: Moving On	② ④
Step Up to Getting There: Literacy & Numeracy	② ③ ④
Industry Employability Skills	② ③

King Valley Learning Exchange	2022 TERMS
Horticulture Basics	① ② ③ ④

Tatura

Tatura Community House	2022 TERMS
Digital Essentials: Level 1	① ②
Digital Essentials: Level 2	② ③ ④
Pathways to TAFE: Employable Me	② ③ ④
Improve Your English	① ② ③ ④

Wangaratta

Open Door Neighbourhood House	2022 TERMS
Digital Literacy for Beginners	① ② ③ ④
Pathways 2 Possibilities	① ② ③ ④
LEAP: 14: Introduction to Digital Literacy	② ③ ④
LEAP: 14: Literacy and Numeracy	② ③ ④
LEAP: 05: Introduction to Digital Literacy	① ② ③ ④
LEAP: 05: Literacy and Numeracy	① ② ③ ④

The Centre for Continuing Education	2022 TERMS
Microsoft Office: Intensive	① ③
Digital Storytelling	④
Success4U: Study Preparation	① ③
Step Up to Getting There: Literacy & Numeracy	① ② ③ ④
I Am: Self-Awareness and Identifying Strengths	① ② ③ ④
Pathways to TAFE: Employable Me	② ③ ④
Pathways to TAFE: Moving On	② ④
Digital Essentials: Level 1 & 2	② ③
Gaining The Edge	③
Industry Employability Skills	② ③



Wodonga

Albury Wodonga Community College	2022 TERMS
Literacy and Numeracy: Foundation Skills for Work	① ② ③ ④

Albury Wodonga Volunteer Resource Bureau	2022 TERMS
Computer Basics and Beyond	①
Pathways to Learning, Volunteering and Work	③
Way2Go: Volunteering Management	②

Birallee Park Neighbourhood House	2022 TERMS
Fit to Work: Wellbeing	④
Introduction to Woodwork	① ④
Introduction to Hospitality for Adults with a Disability	① ②
Introduction to Sewing and Dressmaking	① ② ③ ④
Skill Development in Hospitality	④

Open Door Neighbourhood House	2022 TERMS
Pathways 2 Possibilities	① ② ③ ④

The Centre for Continuing Education	2022 TERMS
Digital Essentials: Level 1	②
Digital Essentials: Level 2	② ③
Digital Storytelling	③
Microsoft Office: Intensive	② ③
Gaining The Edge: Study Skills	③
I Am: Self-Awareness and Identifying Strengths	① ② ③ ④
Pathways to TAFE: Employable Me	② ③
Pathways to TAFE: Moving On	② ③
Step Up to Getting There: Literacy & Numeracy	② ③
Success4U: Study Preparation	② ④
Industry Employability Skills	② ③


Wallan

Preston Reservoir Adult Community Education	2022 TERMS
Computer Essentials: Microsoft 2016	② ④
Computers for Beginners	① ③
Introduction to Tablets and iPads	② ③
English Conversation	① ③
Pathways to Community Services	① ③
Work Ready	① ③

The Centre for Continuing Education	2022 TERMS
Success4U: Study Preparation	② ③

Yarrawonga

Yarrawonga Neighbourhood House	2022 TERMS
Prepare for Study	① ② ③ ④
Career Planning	① ② ③ ④
Digital Essentials: Level 1	① ③
Digital Essentials: Level 2	② ④
Creative Photography	② ④
Literacy for Life	① ③
Skills for Work & Study: Health Services	① ③
Introduction to Hospitality	② ④



Contact your
Learn Local
and learn that
new skill!

Take the next step and contact your Learn Local.

Albury Wodonga Community College

63 High Street
Wodonga VIC 3689
Call (02) 6043 8200
www.awcc.edu.au

Albury Wodonga Volunteer Resource Bureau

Mirambeena
Community Centre,
19 Martha Mews
Lavington NSW 2641
Call (02) 6021 0990
www.vrb.org.au

Alexandra Community Hub

38A Downey Street
Alexandra VIC 3714
Call (03) 5772 1238
www.alexhub.com.au

Birallee Park Neighbourhood House

39 Emerald Avenue
Wodonga West VIC 3690
Call (02) 6059 2590
www.birhouse.com.au

The Centre For Continuing Education

—
17 Chisholm Street
Wangaratta VIC 3677

—
3 Wallis Street
Seymour VIC 3660

—
Call 1300 843 236
www.thecentre.vic.edu.au

Cobram Community House

43-45 Punt Road
Cobram VIC 3644
Call (03) 5872 2224
www.cch.vic.edu.au

Corryong Neighbourhood Centre

39 Hanson Street
Corryong VIC 3707
Call (02) 6076 2176
www.corryongnc.org

Kinglake Ranges Neighbourhood House

6 McMahons Road
Kinglake VIC 3763
Call (03) 5786 1301
www.kinglakeranges.com.au

King Valley Learning Exchange

2533 Wangaratta -
Whitfield Road
Moyhu VIC 3732
Call (03) 5727 9548
www.kingvalleylearningexchange.org.au

MACE

145-147 High Street
Mansfield VIC 3722
Call (03) 5775 2077
www.mace.vic.edu.au

Mount Beauty Neighbourhood House

1 Tennis Court Avenue
Mount Beauty VIC 3699
Call (03) 5754 1166
www.mountbeauty.org.au

Myrtleford Neighbourhood Centre

156 Myrtle Street
Myrtleford VIC 3737
Call (03) 5752 2775
www.myrtlefordnc.org.au

North Shepparton Community & Learning Centre

10-14 Parkside Drive
Shepparton VIC 3630
Call (03) 5821 5770
nsclc.com.au

Numurkah Community Learning Centre

99 Melville Street
Numurkah VIC 3636
Call (03) 5862 2249
nclcinc.vic.edu.au

Open Door Neighbourhood House

61 Burke Street
Wangaratta VIC 3677
Call (03) 5721 9175
www.opendoornh.org.au

Preston Reservoir Adult Community Education

35 Sturdee Street
Reservoir VIC 3073
Call (03) 9462 6077
www.prace.vic.edu.au

Shepparton Access

227 Wyndham Street
Shepparton VIC 3630
Call (03) 5831 6180
www.sheppaccess.com.au

Shepparton ACE College

123-129 Maude Street
Shepparton VIC 3632
Call (03) 5831 4029
www.sheppartonace.com.au

South Shepparton Community House

11 Service Street
Shepparton VIC 3630
Call (03) 5821 6172
www.southcom.org.au

Tatura Community House

12-16 Casey Street
Tatura VIC 3616
Call (03) 5824 1315
www.tatcom.com.au

Yarrowonga Neighbourhood House

1 Hargrave Court
Yarrowonga VIC 3730
Call (03) 5744 3911
www.ynh.org.au